

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes

FROM:**EXTENSION****NO.**

C/OC-AMD

DATE**TO:** (Officer designation, room number, and building)**DATE****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)**RECEIVED****FORWARDED**1.
D/CO22 AUG
1985

22 AUG 1985

2.
DD/CO3.
C/OPS4.
OC-EXA23 AUG
19855.
OC/OL/ISC

Archiving

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OC- 12471-85

21 AUG 1985

MEMORANDUM FOR: Director of Communications

25X1

FROM:

[REDACTED]

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 12-16 August 1985

1. This week Panel MCN remained at status quo. Headquarters components will be gaining eight technicians who have completed their initial training and will soon be on site for their three-year tours.

25X1

2. Based on the OC Ceiling and Strength Report, dated 31 July, Panel D has [REDACTED] authorized positions. Since there are [REDACTED] personnel in the Panel, we are presently 14 individuals overstrength. Panel D experienced no gains or losses during the week.

3. OSG activities included the processing of ten TDY personnel, three returnees, and two resignations (MCA & MCI). OC is currently providing 26 Panel D and two Panel N CONUS-based personnel for TDY support of the Foreign and Domestic Networks.

25X1

4. The EDAC Coordinator pouched sets of the 1985 Brief Post Reports on microfiche to all facilities staffed by OC personnel. A set was also provided [REDACTED] for use by OC personnel assigned to that office.

5. RES interviewed and tested 12 MCN and 3 MCD candidates during this period. Of these, three MCN candidates and one MCD'er were placed in processing.

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6. In preparation for the initial recruitment surge to the New England area, RES met with OP advertising representative, [REDACTED] to identify those New England papers best suited for our efforts. Recruitment trips to the New England area are being scheduled for the September/October time frame.

25X1

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED



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SUBJECT: OC-AMD Staff Notes 12-16 August 1985

25X1 7. The Recruitment Staff also met this week with OMS Project
25X1 Screen Coordinator [] to relate recruitment trip
scenarios. [] and her assistant have requested, and are
scheduled to join recruitment teams on trips during September and
October.

8. Seventeen PHS packages were received at RES during this
period from potential employees. Of these, one MCN was
Placed-In-Processing and Pre-Processing Interviews were requested
for five MCNs and four MCDs. The remaining seven PHS's were either
rejected or were missing forms.

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15. D/CO and C/AMD visited the Communications School (CS) 9 and 12 August. [] addressed the Panel D and Panel N graduating classes and presented certificates to the eight graduate technicians and the 13 operators. This visit presented an opportunity for the instructor staff to meet and discuss items of interest with top management which resulted in a very optimistic and positive reaction from the CS personnel.

25X1

16. TDMA has become a reality with the first class of six [] personnel (one technician and five operators) participating. This is the pilot running of the TDMA training with a second running of the course scheduled for 19 August. Review of the material, presentation methods and effectiveness will be

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25X1 required prior to formal scheduling of the course. The initial
25X1 group of [] participants will develop operational procedures to
be used with the TDMA system in preparation for the initial field
installation scheduled [] in early September 1985.

25X1 17. CS received delivery of three Digital Equipment
Corporation (DEC) Interactive Video Information System (IVIS)
PRO-350 training stations. The systems were assembled, software
and courseware were loaded and system diagnostics were run by
[] The systems will remain in a testing
environment for a short period of time during which personnel
familiarization will take place.

25X1 18. Conversion of a number of PRS-7 to 7A systems (requiring
installation of replacement exciter and receivers) is necessitating
revisiting of sites for operations and limited maintenance
instructions. Three sites have been identified for this conversion
and we are preparing the PRS-6 instructor personnel for this
training requirement.

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